

MISSION OF MARS HILL BIBLE SCHOOL

The mission of Mars Hill Bible School is to provide every student a Christ-centered, Bible-based education emphasizing spiritual, academic, physical, and social development in an environment where Christian principles are taught, honored, and upheld.

STATEMENT OF VALUES

Mars Hill Bible School is founded upon and dedicated to the convictions that God is the Creator of the universe; the Bible is God's inspired word; Jesus is God's Son and our Savior; and life is a continual process of spiritual, intellectual, physical, social, and emotional development.

In partnership with the church worship experience and Christian example of the home, we are committed to provide students with an opportunity to fully explore and develop their abilities in a Christian environment.

Realizing that students are different and that they develop at their own rates, a well-planned, varied, and flexible curriculum meets the individual needs, talents, and capabilities of all students. Every student is challenged to do his/her best in each area of development. Emphasis is placed on helping each student build a positive self-image and develop self-discipline. Small classes, counseling, and academic assistance are provided.

At every academic level, students are taught to love and respect their country, and to acquire the attributes of patriotism, duty, involvement, respect for constituted authority, and accountability for their own actions. Extracurricular activities encourage and develop a sense of civic responsibility.

Mars Hill Bible School is a working cooperative of Christian administrators, faculty, and staff members dedicated to instructing young people according to biblical principles. It is our earnest hope that the experiences shared by the students and faculty will foster positive self-concepts and brotherly love and that each student will learn to serve God, fellowman, and self with dignity and with respect.

Mars Hill Bible School believes the Bible teaches that God created each person as male or female, two distinct genders which together represent the image and nature of God (Genesis 1:27); that marriage is the uniting of one man and one woman in a single, exclusive union (Genesis 1:24); and that sexual immorality is offensive to God (1 Corinthians 6:9-10).

Mars Hill Bible School believes that all human life is sacred, "fearfully and wonderfully made" by God (Psalm 139:13-16); that we are created in His image (Genesis 1:27); and that life must be considered sacred from conception through death.

This Statement of Values does not delineate every belief that Mars Hill Bible School upholds, but serves to outline the source of our beliefs and basis for our convictions. It is our belief that the Bible, the inspired and infallible word of God, contains final authority concerning truth and morality, and is the source of all that we believe. For the purpose of Mars Hill Bible School's

practice and policy, the Board of Directors is the final interpretive authority on the Bible's meaning and application.

OBJECTIVES

In order for the mission and value statements to be achieved by the employees of Mars Hill Bible School, these objectives must be met:

1. To teach Bible daily as the guide for moral and spiritual values, looking to Christ as the example to follow, enhanced by a daily chapel service which supplements home and church study;
2. To provide a carefully planned curriculum by a professionally trained faculty from pre-school through twelfth grade, designed to enable the student to acquire a sound mind, healthy body, and Christian character;
3. To lay a foundation for emotional stability by stressing Christian living as a satisfying way of life, where negative emotions can be controlled by practicing the Golden Rule;
4. To teach students to read well, articulate well, write legibly and master mathematical skills;
5. To provide instruction that will prepare students for post high school experiences or higher learning by teaching good study habits, promptness, initiative, perseverance and self-discipline;
6. To acquaint students with a measure of aesthetic beauty in order that they will enhance their appreciation of the arts and the beauty of the world in which they live;
7. To help students develop into socially acceptable individuals, free from harmful prejudice and upholding the ideals of good citizenship;
8. To communicate and work with the parent concerning ways the school and home can work together in developing the complete child.

POLICIES, RULES, AND REGULATIONS

The following rules and regulations are designed to fulfill the philosophy of Mars Hill Bible School. All who are a part of the school must commit themselves to these policies. It is understood that, as Mars Hill Bible School is a private Christian school, every parent or student who applies for admission agrees to accept these principles.

ADMISSIONS POLICY

1. Non-Discriminatory Policy

Mars Hill Bible School admits students of any race, color, religion, and national or ethnic origin, complies with Title IX of the Educational Amendments of 1972, and does not discriminate on the basis of sex in its educational programs or activities or employment except where necessitated by specific religious tenets held by the institution and its controlling body.

2. Agreement to Accept Christian Principles

Each student applying for admission agrees to comply with the policies, rules and regulations outlined by the Board of Directors as a condition of admission.

3. General Requirements

Each applicant should complete the Application for Enrollment by opening the application tab on the Admissions page at www.mhbs.org. After completing the form, applicant will be required to submit the registration fee online. The fee will be returned if the school denies applicant's enrollment. If accepted, applicant should provide the appropriate office with any necessary documentation (copy of birth certificate, immunization form, copies of report card, etc.).

MHBS offers many extracurricular or performance opportunities for our students. To ensure continued excellence in all areas of student development, only full-time MHBS students will be allowed to participate in programs such as athletics, band, chorus, drama, forensics, and show choir.

4. Transfer Students: Specific Regulations

Students applying to enter Mars Hill Bible School through transfer should be in good standing (i.e., a 70 average in every academic subject and a record of cooperation with school policies) at the school from which they transfer. All new students are on academic and conduct probation for one year and must maintain satisfactory academic, conduct, and work habits in order to be enrolled the following year.

5. Late Enrollment

Enrollment after semester studies have been operative for more than ten school days presents academic and social difficulties for students and often disrupts academic planning by the faculty. Therefore, all students who apply for admission later than 10 days after the beginning of a semester will be subject to approval from the school's Board of Directors.

6. Conditional Admission

Students who do not meet the above criteria may apply for conditional admission. Their admission must be based on the approval of the Principal and the Board of Directors and will be for one nine-week period at a time during their initial year of admission at Mars Hill Bible School. At the end of each nine-week period, a committee consisting of the faculty in charge

of instruction, a guidance counselor, and an appropriate administrator will evaluate the student's progress. If, at any point, during that year, the consensus of the committee is that satisfactory progress is not being made in academics, conduct, or work habits, the student's conditional admission will be rescinded.

7. Residency Requirements

Students are expected to live with their parents or legal guardians while enrolled at MHBS. Any exception must be approved in advance by the Board of Directors.

8. Health Requirements

Students admitted to MHBS must present school officials with a health record indicating that they are physically and mentally capable of attending school and will present no medical hazard to others. Full compliance with all immunization requirements established by the state of Alabama is mandatory.

ABSENCES AND TARDIES

Excused Absences

1. A parental note explaining the reason for the absence and the dates involved must be sent to the office within **48 hours** of returning to school. A text message sent to either the office or your child's teacher is NOT acceptable.
2. Grades 1-4 will be allowed (*) 5 absences per semester. Any other absence will require a (**) doctor's note to be excused.
*This does not include PRE-APPROVED family trips. Please note in order to take away the pressure of having to complete work while away, all work will be given to the student on the first day back. She/he will have 1 day for each day out to complete work (i.e., out 3 days ... will have 3 days to complete missed work).
**Children who become sick at school will see the school nurse. If it is determined the child should go home, she/he will be given a note to excuse that absence.
3. In order to be excused from participating in P.E. class, a child must have a note from a physician's office for the effective dates.

Unexcused Absences

1. An unexcused absence is any absence that occurs that is not due to illness or death in the immediate family or in excess of the 5 parent notes.
2. Approval for such absences (family trips, etc.) will only be approved when a note is sent to the office at least 24 hours prior to the request.
3. A text that is sent to the either the office or the child's teacher is NOT acceptable.

Consequences of Absences-Excused and Unexcused

Excused

- *) The student is responsible for obtaining all makeup work from the teacher on the first day the student returns to school.
- *) Students will have one day to complete missed work for each day absent.
(i.e., if a student misses 4 days he/she will have a total of 4 days to make up the work). If work is not completed during this time period, a zero will be given.

Unexcused

*) Unexcused absences will result in a three point reduction of the final grade.

Make-up Work for Absenteeism

All teachers are expected to require make-up work of any student who is not in attendance in their class.

School Day

School begins at 8:00 A.M. and ends at 2:55 P.M. Teachers are on duty for student supervision from 7:45 A.M. until 3:15 P.M. Students are to leave the campus before 3:15 P.M. unless they are involved in a supervised extracurricular activity or enrolled in After School Care. Other students left on campus will be sent to the After School Care program at 3:15 P.M. and the parents will be obligated for the additional fees.

Tardy Policy

Parents are responsible to make certain that their children are at school no later than 8:00 a.m. A student who is continually tardy to school is truant. After three tardies per quarter where a student is more than 5 minutes late to school, the parents will be notified, and after five tardies per quarter the tardies will be converted to an unexcused absence. Students arriving after 9:30 a.m. will be counted absent 1/2 day, as will those who leave prior to 1:30 p.m.

BEFORE/AFTER SCHOOL HOURS

Students who arrive on campus before 7:45 A.M. and stay later than 3:15 P.M. are to be in the Before/After School Care Program.

A designated supervised area will be provided for students arriving between 7:00 and 7:45 A.M. Before School Care is provided at no cost to the parents. Classrooms will not be open to students prior to 7:45 A.M.

After School Care begins at 3:15 P.M. and closes at 6:00 P.M. A nominal fee is charged for this service, which is operated through our preschool. Students involved in any on-campus activities after school hours must be under the supervision of the activity sponsor or in the After School Care Program.

ARTICLES PROHIBITED

Articles which are safety hazards or which interfere with the appropriate educational process are not permitted. These items include (but are not limited to) firearms or anything resembling firearms, knives, iPods (during school day), or other electronic communication devices. Toys, cards, and games from home are a distraction in the classroom and in the pick-up line; therefore, these should be left at home.

Fireworks are illegal. Possession of any form of fireworks will be cause for strong disciplinary action.

Chewing gum is not permitted during school activities.

BEHAVIOR OF STUDENTS

1. Statement of Principle

Mars Hill's unique Christian purpose sets it apart from other schools. We seek to provide an atmosphere of high academic and Christian standards. To achieve these goals, close faculty-student relationships are maintained. Biblical principles form the basis of our guidelines for student behavior. We ask, therefore, that very careful consideration be given to regulations in this area and to remember that application to attend Mars Hill constitutes their acceptance of key principles.

2. Specific Regulations

- A. The possession or use of alcoholic beverages, the abuse, misuse or illegal possession of drugs, stealing, sexual promiscuity/immorality, the destruction of property of others, or any other on-campus or off-campus behavior deemed inconsistent with the Mission are subject to disciplinary action. Enrolled students who have engaged in such behavior may be automatically suspended pending an investigation period. Upon completion of the investigation, and should circumstances warrant, students will be subject to the Disciplinary Actions described in this policy.
- B. A second violation involving abuse, misuse or possession of drugs, possession or drinking alcoholic beverages, stealing, or sexual promiscuity/immorality may result in expulsion from MHBS.
- C. Disruptive behavior during worship periods, failure to attend chapel, disrespect of authority, lack of honesty in any form, fighting, cheating on schoolwork and exams, and the use of vulgar or profane language shall constitute grounds for disciplinary action. Likewise, possession or the use of tobacco or vapor devices (vaping") in any form anywhere on campus or at school-sponsored activities are prohibited and will be grounds for disciplinary action.
- D. Recommendation of expulsion will be made if the situation seems to be sufficiently grave.
- E. Sexual harassment will not be tolerated at Mars Hill Bible School. Sexual harassment is defined as any unwanted physical, verbal or visual sexual advances, requests for sexual favors, and other sexually oriented conduct which is offensive or objectionable to the recipient. Any student engaging in harassing conduct will be subject to disciplinary action, up to and including expulsion.

BIBLE GRADE POLICY

All students are expected to respect the Bible and all religious activities at Mars Hill. Appreciation and respect must be shown at all times, especially in chapel and Bible classes. Students are expected to pass Bible. If there is a problem, each case will be evaluated with teachers, parents and administrators.

BUS POLICY

Conduct on Mars Hill buses for regular routes and special trips is expected to be consistent with all policies of the school. The same general behavior that prevails during the school day is expected for buses. Any pupil whose conduct on a bus is in violation of the rules set by the school administration may be denied the privilege of riding the bus.

Specific Regulations:

- a. Unnecessary noises on the bus such as yelling and whistling to anyone outside the bus is not allowed. Riders on the bus must do nothing that would distract or annoy the driver.
- b. Everyone is to remain seated while the bus is in motion.
- c. There is to be no scuffling, tagging, hitting, etc. either on or around the buses.
- d. No part of one's body should be out of the windows or door of the bus at any time. Windows should not be lowered more than half way.
- e. Only the driver is to open and close the door or operate the flashing signals and flag stop.
- f. Students are expected to cooperate in keeping buses clean and avoiding damage to seats. Malicious, avoidable damage must be repaired at the expense of the student's parents. Breakable items such as cola drink bottles should not be brought on the buses.
- g. Elementary students are to be seated first near the front of the bus. There is to be no "seat saving," and drivers may assign seats at their discretion.
- h. All teachers and other adults riding the bus are expected to serve as monitors. Students must respect their requests. The driver of each bus is to be obeyed.
- i. Buses are not to stop to permit students to buy drinks, candy, etc. Drivers are not to allow students to get off the bus at any point other than their regular stop or place designated in written permission from the parent.
- j. Any bus problems should be reported promptly to the Principal.

BUSINESS OFFICE POLICY

All tuition payments will be made through FACTS Management and be drafted out of your bank account. Monthly, semiannual, and annual plans are offered through FACTS. All other fees are billed separately and are due within 30 days of billing. If paying by credit card, a 2.75% convenience fee will be charged by FACTS. Please refer to the current Financial Policy Brochure for further information.

All tuition and fees must be paid in full by the end of the school year. A student will not be allowed to register for the next school year, nor will seniors be able to graduate until

all charges have been paid. All accounts that are past due are subject to collection procedures deemed necessary by the Vice-President and Business Office Manager.

CARE OF PROPERTY

Students are expected to help care for all school equipment and facilities. It is expected that all damage, even though it is accidental, be acknowledged by the person involved and that reimbursement be made to the school in cases of carelessness or willful destruction. In many instances homeowner's insurance policies will cover the expense. In case of unnecessary littering of buildings, buses, and campus a student will be assigned to a clean-up detail.

As required by law, all areas containing asbestos materials or suspected ACMF have been identified. Anyone having any questions or concerns about this should contact: Bruce Blankenship, Asbestos Coordinator, Mars Hill Bible School, (256)767-1203 ext. 2030.

CELL PHONE AND PERSONAL ELECTRONIC DEVICE POLICY

The use of cell phones and personal electronic devices is prohibited between 8:00 AM and 3:00 PM during the school day.

Before entering the school building to start the school day all students are required to power off their cell phones and personal electronic devices. Students may not use cell phones or personal electronic devices at any time during school hours. Students may power phones or personal electronic devices on again when the school day ends at 3:00 PM. **For the benefit of clarity, this prohibition includes all on-campus activities between 8:00 AM and 3:00 PM on days school is in session. These activities include but are not limited to the following: instructional time, study hall, breaks, restroom visits, time between classes, chapel, recess, gym/physical education, practice, classes with a substitute teacher, extracurricular activities, and lunch.** It is a privilege to bring a phone or personal electronic device to school, not a student right. This privilege may be revoked, pursuant to the "Consequences for offenses" listed below.

If devices are brought to school on a day classes are in session, they must be

- 1) powered off when a student arrives on campus,
- 2) remain powered off until the end of the school day, and
- 3) kept in a locker, backpack, purse, or pocket.

Personal electronic devices are any devices that are powered electronically. Examples include, but are not limited to, the following: headphones, any mobile or cellular device, Apple watches, iPods, music players, or any device capable of messaging, social media, or telephony.

If phones or personal electronic devices are seen being used at any point during the school day, they will be confiscated by MHBS faculty or administration and will be turned into the Principal's office.

Consequences for offenses are:

1st Offense: Take phone for the day and lunch detention for one day.

2nd Offense: Take phone until the parent picks it up and lunch detention for two days.

3rd Offense: Student must turn in their phone to the office from 8:00 a.m. until 3:00 p.m. for five (5) days, ISS and parent must pick-up phone.

4th and all following offenses: Out of school suspension and must turn their phone in to office daily for the remainder of the school year.

*If an additional cell phone or personal electronic device offense occurs during the prior offense's disciplinary period, then the student will automatically advance to 3rd Offense status.

Continued violation of the cell phone policy will result in more severe disciplinary action.

Exceptions to this policy may be granted by the Principal for devices required for the health of a child, such as a Continuous Glucose Monitor. Any device approved for this exception must be FDA approved. A doctor's note must be provided by the parent/guardian requesting this exception. Any excepted device must have the camera disabled during school hours and must not disrupt instruction time.

SEXTING

Sexting is the act of sending pictures or messages of a sexual nature between cell phones, or other electronic media. MHBS explicitly prohibits this behavior, as it is in opposition to the Mission of the School.

The dissemination, possession or production of an image containing a minor engaged in a sexual activity constitutes a felony under the Alabama child pornography and obscenity statutes. Exceptions to the law for minors do not exist and as such, two minors who send each other sexually explicit images of themselves could be prosecuted under the State's child pornography and obscenity laws and if convicted, receive jail time and will generally need to register as a sex offender.

In general, under Alabama's obscenity laws child pornography is defined as obscene material having an image of a child under the age of 17 engaged in sexual activity. It is illegal in Alabama to:

- Possess child pornography.
- Possess child pornography with intent to distribute.
- Disseminate.
- Produce child pornography
- Knowingly allow your child to participate in the production of child pornography
- Possession carries a penalty of up to 10 years in prison.

- All other violations of the statute are subject to a penalty of up to 20 years in prison.

Depending on the circumstances, sexting may also be a crime under federal law.

In general, obscene material is something that the average person would find to be offensive, perverted and possesses no artistic value.

Students will not create, use, send, download, or display obscene, threatening, harassing, or otherwise offensive messages or pictures, including pornography, to internal or external users, websites, social networks, blogs, or by any other means. School administrators may search cell phones if they have reasonable suspicion that a search will reveal a violation of school rules. If a Principal confirms “sexting”, the following steps will be followed:

1. Contact the parents of all students involved.
2. In accordance with Alabama’s mandated reporter statute, the Lauderdale County Department of Human Resources will be contacted.
3. Law enforcement may be contacted.
4. To avoid continued distribution of the material, the Principal may confiscate the phone(s) or other devices of any students involved. These devices may be turned over to Law enforcement upon their request.
5. The Principal will discipline all students involved pursuant to the Disciplinary Action section of the Student Handbooks.

CLASS PARTIES

There are three parties that are traditional class parties. They are Christmas, Valentine, and the end of the year. TK and kindergarten will be allowed to have an Easter party. All other parties during school hours are prohibited.

CONSULTATIONS WITH FACULTY

1. Communication Should Follow Appropriate Guidelines

Mars Hill faculty members are deeply concerned about the students they teach and welcome communication with parents. On the other hand, parents and students should show consideration to teachers and their families by not calling them at home about school matters that could be handled better by a conference or by a phone call at school.

*Parents are asked to refrain from TEXTING OR CALLING teachers during or after school hours.

2. Teachers Cannot Be Interrupted During Instructional Time

Time on task is of critical concern to our faculty. They should not be asked to take time from the instructional program for conferences.

Although teachers are not available to come to the phone during class time unless there is an emergency, they can return a call during a planning session when they are not obligated by classroom duties. Parents are urged to set up conferences at mutually convenient times. A parent can arrange conferences by making appointments through the elementary secretary.

The school administration strongly recommends that all parents schedule conferences with teachers at least once each semester. Parents are not to go to classrooms during school hours without first obtaining permission from the office.

DISCIPLINARY ACTION

1. General Statement

The administration reserves the right to reject, suspend, expel, or otherwise discipline any student whose enrollment is contrary to the school's Mission. A request to withdraw may be based on conduct or attitudes inconsistent with the Mission or failure to do satisfactory work. Such requests will follow patient counseling and careful evaluation of the student's records by administrators and teachers. Parents and students are expected to recognize the right of administrators and teachers to act in the place of parents to administer reasonable/appropriate correctional measures, as listed under *Disciplinary Action Taken by the Administration*, in order that the nurture and admonition set forth in scripture may be carried out.

2. Corporal Punishment

Enrollment of a child at Mars Hill implies consent from the parents for appropriate corporal punishment to be administered by the Principal in the presence of another teacher. This form of punishment is used only when the situation demands and is the exception rather than the rule.

3. Classroom Management Policy

On the first day of school all teachers will provide the students with a list of rules and regulations for their classroom.

4. Classroom Disciplinary Measures

Teachers will discipline students for minor offenses with reprimands, counsel, corrective assignments, or by withholding privileges. If misbehavior becomes chronic or a child must be removed from the class for a major disruption, the student is to report to the Principal immediately with a discipline form from the teacher.

5. Disciplinary Action Taken by the Principal

Students sent to the Principal for disciplinary action will be subject to the following penalties based on the seriousness of the offense and the student's previous offenses, if any.

- a. Parents will be notified of the offense and the measures taken through a note sent home with the student, by telephone, or mail, as deemed appropriate.
- b. Students will be isolated for a period of time up to a full school day. They will be expected to complete teacher assigned work equivalent to the regular classroom schedule.
- c. The parent will be called immediately to come within an hour and take the child out of school for the rest of the day. The student will be expected to make up all work missed.

- d. **Suspension from School** - A student who is suspended is prohibited from being on the school premises and from participating or attending school activities. He/she will receive a grade of zero for the period in each class missed. The Principal is authorized to suspend for a period of time not exceeding three days. The following procedure will be used in the suspension of students. The Principal will inform the student that he/she is suspended, for what period of time he/she is suspended, and why he/she is suspended. The Principal will notify the student's parents by phone, and the student will be released into their custody or with their knowledge. In the case that parents cannot be reached by phone, the student will remain in the Principal's office until school is dismissed at which time he/she may leave school. The Principal will then notify the parents by sending a letter immediately. Before the student may be re-admitted, a conference shall be held including the student, his/her parents, the Principal, and others deemed necessary by school officials. The Principal may forego the conference under extenuating circumstances. After the conference, the student and his/her parents will be notified by the Principal concerning the future status of the student. The Principal will advise the Executive Committee of the school's Board of Directors in writing of all suspensions, stating the cause of suspension.
- e. **Expulsion** - A student who is expelled is no longer registered as a student at Mars Hill Bible School. A student may be expelled only upon recommendation of the Principal and action by the Board of Directors. The following procedure will be used in the expulsion of a student. The Principal will meet with the student(s) and parents in the presence of another Mars Hill faculty member and review the facts involved. Should the Principal determine that the student's continued enrollment at Mars Hill Bible School is no longer in the best interest of the school, he/she should then inform the Board of Directors of his/her decision.

DRESS CODE

1. General Statement

The broad dress code policy stated by the Board of Directors is as follows:

"Mars Hill students are requested to dress and groom themselves in a manner that is modest, according to Bible principles, neat, decent and in good taste, and consistent with the overall image and purpose of the school." School administrators are authorized to implement these broad guidelines by specific rules and statements to clarify what is expected of students and parents. Dress and appearance that detracts from the academic and/or spiritual purpose of the school will not be allowed.

2. Specific Principles that Determine Guidelines

At all times, the key concerns of Christian young people and their parents as well as faculty and administrators should be:

- a. Dress should be modest, not unduly revealing or intended to appeal to passion.
- b. Dress should be neat and in good taste.

- c. Dress should be appropriate to the academic purposes of the school; that is, it should not detract in any way from the learning environment.

3. Specific guidelines

The following statements and regulations are merely examples of the general policy stated above. As such they are designed to demonstrate to parents and students the ways in which faculty and administrators will be asked to apply the broader policy. This list should NOT be interpreted as being a comprehensive catalog of regulations. They are only illustrative. It should be remembered that dress does not determine one's personality or convictions; rather personality or convictions determine one's dress. Please understand also that policies of dress and behavior are applicable at all school functions, whether on or off campus.

- a. Boys are to wear shirts at all times, including P.E.
- b. Shirts with inappropriate advertisements, pictures, or printing, such as those advertising alcoholic beverages or singing groups whose songs advocate non-Christian principles are prohibited.
- c. Hair styles for both boys and girls must be neat attractive and should not bring undue attention to the student. Boy's hair should be above the eye brows, off the collar, and show part of the ear.
- d. Backless, low-cut, strapless, off the shoulder, or spaghetti strap tops/dresses are not permitted at any school event. Halter tops and racerback tops are not permitted.
- e. Pants for children in TK-2 should be modest and in good taste and are to maintain styles that are consistent with the general principals outlined in section 2. Shorts for grades 3-4 must be no more than three inches above the knee when standing.
- f. Suggestions from administrators regarding modification of dress to conform to the dress code policy must be implemented promptly. Since younger children are especially sensitive to correction in this area, efforts should be made to contact parents regarding concerns before discussing such issues with students.
- g. Extremes in grooming and dress will not be allowed as they are disruptive of the educational process. Clothing with tears, rips, and holes is not considered appropriate.
- h. Hats are not to be worn inside the building.
- i. Boys are not to wear earrings.

HANDLING OF COMPLAINTS

It is the intention of the Board of Directors, the Administrators, and the staff of Mars Hill Bible School to follow Christian principles in all phases of the school's operation. An honest effort to abide by the Golden Rule is pledged by the school and is likewise requested from all patrons and students.

In order that the principles of Christ may be followed, the following procedure for dealing with complaints (other than disciplinary referrals) has been established:

1. Any complaint should first be discussed directly with the individual involved. It is believed that this procedure will normally solve most problems, while at the same time, keep the problem from becoming magnified.
2. In the event that step one above does not seem to solve the problem, the complaint may then be brought to the attention of the immediate supervisor of the individual about whom a complaint is being lodged.
3. In the event that a satisfactory solution is not affected, then a conference should be initiated with the President to set in motion whatever personal and joint conferences may be deemed expedient by him to expedite a solution if possible.
4. In the event that a satisfactory solution is not affected, then a letter should be written to the Chairman of the Board of Directors who will initiate whatever personal and joint conferences with administrators and affected parties he may deem expedient.

The Board will make every effort to ascertain facts, evaluate the situation objectively, and arrive at the best course of action possible in light of the facts they know at the time. An affirmative vote of the majority of Board members will be necessary to carry a motion on any given proposed solution. In the event that the Board is unable to arrive at a unanimously recommended course of action that is acceptable to all parties involved, then the Board may identify possible options and make a binding decision by secret ballot which decision shall be accepted as final by all parties lodging the complaints.

A final step will be a written decision from the Board of Directors.

FIRE DRILLS, LOCKDOWN DRILL, AND STORM WARNINGS

The fire alarm will sound for evacuation of the building. Students should leave their rooms quickly and quietly in single file for the nearest exit. No one is to pass another or break the line of march. Running is not permitted. Those closest to the windows should close them and the last person out should close the door. Students must remain quiet during the entire procedure to hear any special instructions. The first student to reach an outside door is to hold it open until all have vacated the building.

Under unusual circumstances it may be necessary to place the school under a lockdown. In this situation the teacher will make sure all doors and windows are secured and if instructions direct them to, move all students out of the line of vision from windows.

During this time no students will be allowed to leave the room until the lockdown is lifted.

Storm drills or warnings will be announced over the public address system when possible. Should that not be possible, an intermittent bell that continues to ring at short intervals will be utilized. Students and faculty should move to the basement of the Arts & Sciences Building. Elementary students should use the stairwell next to the Media Center and proceed in single file to Room 107. Middle School students should use the same stairwell and proceed in single file to Room 106. High School students should use the stairwell near

the Biology Room and proceed in single file to Rooms 101 and 102. After the danger has passed, a single bell will sound an “all-clear”.

GRADING

A serious attempt is made at all times to evaluate, in the best possible manner, the progress of students. The following grading system has been devised for that purpose.

<u>EVALUATION OF WORK</u>	<u>NUMERICAL RANGE</u>
Excellent, far above average	90-100
Good, above average	80- 89
Fair, average	70- 79
Poor, danger of failing	65- 69
Unsatisfactory, failure	Below 65

Numeric grades are to be recorded on the computer grade sheets. During the elementary years, the decision to promote or retain a student is made based on multiple assessments and the child’s best interest for future academic success. Retaining a student is not a decision made lightly and is a last resort. Parents will be made aware of a lack of progress throughout the year by way of parent/teacher conferences where assessment data will be discussed. In order for a kindergarten student to be promoted to grade 1, the student must demonstrate a mastery of reading and mathematics standards. A student in grades 1 and 2 must receive a passing grade in reading and mathematics in order to be promoted to the next grade level. A student in grades 3 and 4 must have a 65 average for the year in order to pass. The average for the year is the average of the two semester grades. Students in grades 3-4 who fail two subjects (below 65) are considered to have failed the grade for the year. Students in grades 3-4 who fail no more than two subjects may be promoted to the next grade based on the recommendations of the teacher and Principal after consultation with the student’s parents.

Academic achievement is recognized by announcing three honor groups from grades 2-4 at the end of the year. Students who score 95 or above on all report card subjects for the entire year will be named to the President’s List and will receive a trophy at the end of the year Awards Ceremony. The Principal’s List is composed of students who have at least a 95 average with no grade lower than an 85.0. The Honor Roll is made up of students with no grade lower than an 85.0 on their report card.

GUIDELINES FOR USE OF INSTRUMENTAL MUSIC AND OTHER SONGS IN PROGRAMS AND WORSHIP ASSEMBLIES

Mars Hill Bible School, in accordance with Scriptural guidelines, believes the use of instrumental music in worship to be a violation of the clear teaching of the early church and Scripture. Its use in worship settings is not appropriate. In addition, in programs planned and directed by Mars Hill Bible School faculty and representatives, use of devotional/worship songs containing instrument music is not appropriate. Faculty members are responsible for monitoring parents who prepare musical accompaniments for presentation at official school programs. In

these cases, faculty members should explain the school position in a loving, caring manner. In non-worship venues (Quad Cities Choral Festival, State Band Competition, Honor Choruses, etc.) where Mars Hill Bible School is not responsible for music selection and where the purpose is educational, not worship, Mars Hill faculty responsible for students attending these activities should alert parents and students(in advance) that (a) this is an educational, not a worship, setting and that (b) participation in this activity is voluntary and should not occur if such participation would violate the conscience of the one involved.

HARASSMENT/BULLYING POLICY

Mars Hill Bible School is dedicated to fostering an environment based on the teachings of Matthew 7:12 and Ephesians 4:29-32 that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the school will not tolerate any type of harassment or bullying. Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, color, sex, or national or ethnic origin. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm group inclusion, relationships or acceptance, or friendship), and emotional aggression (teasing, threatening, intimidating others). The school also prohibits cyber bullying (creating websites, instant messaging, e-mails, using camera phones, posting messages on social networking sites, or using other forms of technology to engage in harassment or bullying).

All students share responsibility for keeping the school environment free from harassment and bullying. “No Bully Stands Alone” will be enforced, and students must report incidents of harassment and bullying to a teacher or an administrator. Students will also be given the opportunity to report bullying via voice mail box (256-710-8523) and email bully@mhbs.org. No adverse action will be taken against any person who makes a good faith report of alleged harassment or bullying.

When the school administration becomes aware that harassment or bullying may be occurring, they will promptly investigate the situation and notify the parents of the students involved. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school.

HOMEWORK

A child may have some homework almost every night. No homework will be given on Wednesday evenings in order to enable children to attend Bible classes at church. If a test(s) is planned for Thursday, due to school being out on Friday, students will be given advanced notice. It is believed that homework can serve the following valuable functions:

1. Skills learned during school hours may be practiced and enforced.
2. By budgeting their time, children may learn the self discipline of carrying out assignments independently.

3. Parents may observe children as they work and gain insight as to their strengths and weaknesses.
4. In some cases the parent may provide supervision and assistance such as giving out spelling words, occasionally listening as a child reads, or helping with number facts. Children usually appreciate this personal interest. However, it is strongly recommended that parents do not make a routine habit of sitting with the child as he does his homework. This can create a dependency that can limit his progress toward self-reliance.
5. Special projects which are more conveniently worked on at home may be encouraged. If a child seems to spend an excessive amount of time on homework, a conference with the teacher is in order. Some frequent reasons for spending excessive time for homework are: procrastination on long term assignments, such as notebooks or book reports, improper use of study time during school hours, or inefficient study habits.

Parents can assist their child by helping them schedule their time efficiently, providing a quiet and comfortable place for study and showing an interest in his/her work.

INFORMATION SENT HOME

All information or printed materials from any organization or parent intended for students to carry home must first be approved by the President and be distributed from the President's office.

INSURANCE

A basic accident insurance policy, which covers all school activities and in transit to and from school, is available through the school for those who wish to purchase such a policy. Also available is a broader policy that covers accidents occurring at any time. Application forms for these policies will be distributed to the children near the beginning of the school year.

LEAVING CAMPUS

No student may leave the campus during the school day without permission of the teacher. Parents of elementary children are not to pick up children early except for medical and dental appointments. When a child is to be picked up early for such appointments, a note should be sent to the teacher explaining why the child will need to leave early and at what time. In case an elementary child needs to leave early for any other reason, arrangements must be made by the parents in advance through the office. Parents are to pick up their child at the office rather than the classroom in all cases.

LIBRARY

The elementary library will be open fifteen minutes before and after school. Elementary students will go to the library during the day according to a schedule worked out by their

teachers and the librarian. Students will be responsible to their classroom teacher when going to and from the library. They will be responsible to the librarian while in the library unless accompanied by a teacher for the purpose of instruction or supervision. Talking must be kept to a minimum. Chewing gum or eating food will not be permitted in the library. Students who are sent to the office for misbehavior in the library may be denied library privileges for a designated period of time.

In grades one through four, books may be checked out for two weeks and may be renewed. In kindergarten, books may be checked out for one week. The person who checks out the book is responsible for returning the book.

Reference and reserved books may be used only in the library except for some designated materials that may be checked out at 3:00 p.m. and returned by 8:00 a.m. the following morning.

Students will not be allowed to check out materials from the library during the time they have overdue materials.

All library materials must be returned or paid for when a student withdraws from school.

All library materials must be returned by the end of the school year, otherwise the student will be charged for lost materials.

LOST AND FOUND

Students who find lost articles are to take them to the office where they may be claimed by the owners. Articles that are unclaimed will be returned to the one who found them. Coats and jackets that are unclaimed by the end of the school year are given to charity.

LUNCH

All students are expected to eat their lunch in the cafeteria. They may either bring their lunch or buy it in the cafeteria. No food may be taken from the cafeteria. The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Each person eating in the cafeteria will be responsible for

- (1) Depositing all litter, disposable trays, and utensils in the waste baskets.
- (2) Leaving the tables, chairs, and floor in a clean condition for others. In order to keep the lunchroom neat at all times, students will be assigned to certain sections.

TK and kindergarten students may bring their lunch or purchase the hot lunch. They may choose milk or water to drink. Students in grades 1-4 may bring their lunch, purchase the hot lunch, or choose a hamburger or hot dog. First and second grade students may choose milk or water to drink. Third and fourth grade students may choose water, milk, tea, or

lemonade to drink. Elementary students are not allowed to make purchases from the snack area.

When sending lunches for your child, please consider the time it takes to warm items in the microwave. We will gladly help your students, but time is an issue.

Student lunches can be paid for using cash, check, or Pay For IT.

CASH

Cash can be dropped by our cafeteria during business hours or enclosed in a sealed envelope with your student's name and unique pin number for their account. Our younger students can give the envelope to their homeroom teacher.

CHECK

Payment by check can be applied in the same manner as cash or it can be mailed to us at

MHBS Food Services
698 Cox Creek Parkway
Florence, AL 35630

MEDICATION AT SCHOOL

Goal:

To safely assist students with medication at school in order to maintain an optimal state of wellness, thus enhancing the educational experience.

Parent's Responsibility:

- **Contact your School Nurse.**
- The correct School Medication Prescriber/Parent Authorization (PPA) form must be used. This form is dated 5/2014. According to the Alabama State Department of Education, this is the only form the school can accept.
- All prescription medication/special procedure doctor orders must be delivered to the School Nurse by the first day of school. Current doctor orders are required at the beginning of each school year.
- **The school nurse will not administer any medication/special procedure without a doctor order.**
- It is the responsibility of the parent to bring all doctor orders, medications, and other needed medical supplies to the School Nurse by the first day of school.
- If the orders and medical supplies are not brought to school, the parent will be responsible to come to school and administer their child's medication/special procedure everyday until the orders are received by the School Nurse. This also applies to self-administer medications.
- **Personally bring your child's medication to school. Students cannot transport medication.**

- **Bring prescription medication in its original container from the pharmacy with the prescription label intact. Inhalers must be in the prescription box.**
- Do not bring medication to school that is prescribed for three times a day. It should be given in the morning just before leaving home, upon returning home from school, and just before bedtime. (Example: antibiotics)

Non- Prescription Medication:

- **The school cannot stock Over-the-Counter (OTC) medication. (Example; Tylenol, Advil). OTC medications can be authorized by the parent for chronic illnesses. The School Nurse has the authority to request a doctor's authorization for OTC medication. The parent must supply the OTC medication.**
- Sign the School Medication Prescriber/Parent Authorization form.
- **Bring OTC medication in the original, unopened, sealed container with the manufacturer's labeling plus the student's name.**
- Medications that are controlled substances will be counted and documented by the School Nurse or Medication Assistant and parent.
- Do not bring more than a six weeks supply of medication at one time.
- Notify the School Nurse of medication changes including discontinued orders. The School Nurse cannot implement changes in a medical order from the parent or guardian. A written doctor order is required. A new School Medication Prescriber/Parent Authorization form must be signed if medication orders change during the school year.
- The School Nurse will notify the parent when the student is out of medication or the medication is expired. All expired medications will be properly disposed. It is the Parent's responsibility to bring additional medication to school. If the medication is not brought in a timely manner, the prescribing doctor will be notified.
- Pick up any unused medication at the end of the school year. All medication not picked up will be discarded by the School Nurse.
- **Self-administer Medications: Discuss with your child's doctor**
 1. Health Services will allow the self-administration of diabetic medications, asthma inhalers, epi-pen, and twinject.
 2. The doctor, parent, and School Nurse must all approve for the student to self-administer.
 3. The School Medication Prescriber/Parent Authorization (PPA) form must be appropriately completed for self-medication. The yes box for self-administration must be checked, and the parent must sign in two places: parent authorization and self-administration authorization.
 4. There is also the question regarding whether the student is to keep the self-administration medication "on person". In order to keep the medication on person the student must be able to independently administer his/her medication without the aid of the school nurse. Consideration needs to be given to students who ride the bus and/or participate in extracurricular activities to keep their

emergency medications (asthma inhalers, epi-pens, twinjects, and diabetic medication) on person so he/she will have access to their medication after school hours.

5. Exception: If a student rides the bus and will potentially need their medication while on the bus, but is not capable of self-administering the medication, the student can be authorized to keep the medication “on person” in his/her backpack and the Bus Driver can be trained to assist the student with the medication.
Example: asthma inhaler, epi-pen.

6.

- **Emergency PRN Medication: Glucagon, Epi-Pen, Solu-cortef, Diastat, Asthma Inhalers, etc.** Discuss authorization to keep medication “on person” and “self-administer” with the School Nurse and your child’s doctor. Discuss plan of care in an emergency situation, on the school bus and extracurricular activities. Understand critical importance of keeping medication “on person” during times of crisis management.

Student’s Responsibility:

Self-Administered Medication: Insulin, Asthma Inhalers, etc.

- Contact School Nurse when needed.
- Keep medication “on self” at all times at school.
- Knowledge of time, dosage, route, and skill to administer own medication.
- Ability to safely bring and keep medication “on self” at school every day.
- Do not share medication.
- Demonstrate knowledge and skill to School Nurse.
- Sign the Medication Self-Administration Documentation and/or Medication Authorized to Keep on Person Documentation.

Emergency PRN Medication:

Glucagon, Epi-Pen, Solu-cortef, Diastat, Asthma Inhalers, etc.

- Contact School Nurse when needed.
- Understand authorization to keep medication “on self” at all times at school.
- Understand plan of care in an emergency situation.
- Understand critical importance of keeping medication “on self” during times of crisis management.

- Understand plan of care for the school bus.
- Understand plan of care for extracurricular activities.
- Demonstrate knowledge and skill to School Nurse.
- Sign the Medication Self-Administration Documentation and/or Medication Authorized to Keep on Person Documentation.

Revised 02/2016

COMMUNICABLE DISEASES PROCEDURE

Purpose:

To promote and maintain healthy students in order to enhance the student's educational goals by preventing the spread of communicable diseases.

Introduction:

Communicable disease is defined as a disease that may be transmitted directly or indirectly from one individual to another. Illness is defined as a state of being sick. Examples of communicable diseases include but are not limited to: Strep, staph infection, stomach virus, flu, ringworm, pink eye, impetigo, lice and scabies. MHBS realizes that the spread of communicable diseases cannot be totally prevented, but preventive measures can be taken to reduce the incident of communicable diseases and therefore promote the health of our students. All students with suspected or confirmed communicable diseases will be evaluated on a case-by-case basis.

Prevention:

Standard Precautions and Blood-borne Pathogens Procedure will be followed to reduce the risk of transmitting communicable diseases.

The School Nurse will follow the Guidelines recommended by the Alabama Department of Education, Center for Disease Control and the Alabama Department of Public Health regarding communicable diseases.

Assessment:

- Assessment of students' health needs will be made by the School Nurse.
- The School Nurse has the authority to delegate specific tasks to Unlicensed Assistive Personnel (UAP). The specific tasks will not require the exercise of independent nursing judgment or intervention.
- UAP will consult with the School Nurse as indicated.

Suspected Communicable Diseases:

- Students exhibiting signs and symptoms of a communicable disease or illness will be evaluated by the School Nurse or UAP.
- The School Nurse or UAP will determine the appropriate action.
- If indicated, the parent/guardian or other designated emergency contact will be notified of the student's health status and of the need to check the student out of school.
- Students with a suspected communicable disease will be placed in a designated area outside of the classroom until the parent/guardian arrives.
- The parent/guardian will be informed of the suspected communicable disease or illness and be advised on the need for further medical evaluation and treatment.
- Further medical evaluation and treatment is the responsibility of the parent/guardian.
- The parent/guardian will also be informed on the requirements for the student to return to school.
- The School Nurse has the authority to request a physician note for the student to return to school.

School Return Requirements:

- Students will remain out of school until they are no longer contagious.
- This determination will be made by the School Nurse and/or the student's physician.
- The School Nurse has the authority to request a physician note for the student to return to school.
- Students with a medical diagnosis of a communicable disease from their physician will follow the directions of their physician and a written note from the student's physician is required for the student to return to school.
- Students with an illness not requiring a physician must follow the School Nurse's recommendation for returning to school.

General Guidelines for School Return:

Return to school determination is made on a case-by-case basis and may differ from these guidelines. These guidelines are not all inclusive.

- Fever free for the last 24 hours, without the aid of medication
- No vomiting for the last 24 hours, resulting from a communicable disease
- No diarrhea for the last 24 hours, resulting from a communicable disease

Absences due to communicable diseases:

Excused absences are made on a case-by-case basis and may differ from these guidelines. These guidelines are not all inclusive.

- The day the student is sent home from school by the School Nurse is an excused check-out.
- Students that are sent home sick may not participate in extracurricular activities on that day or until they meet the guidelines for school return.
- The School Nurse has the authority to excuse the following day if needed to accommodate a fever or other illnesses if indicated.
- For additional consecutive absences to follow the student must bring a doctor note or parent note.

MOVIE POLICY

All movies shown in the classroom (other than documentaries and films specifically designed for educational use) must be approved one week in advance by the Principal. All movies must be previewed by the faculty member involved and any scene that goes against

Biblical principles should not be shown. Each teacher must require written work assignments from the students to gather academic input from the movie

NEW STUDENT REFERRAL GUIDELINES

MHBS is offering an incentive of \$500.00 for anyone referring NEW STUDENTS, grades Pre-kindergarten – 12th, to our school who meet the criteria below:

- The person referring the family must be named on the New Student Application.

- The person referring the new student must be a family member of a current student.
- Employees are not eligible for the referral incentive.
- \$500.00 per family, regardless of the number of students in the family attending.
- Students must remain at Mars Hill a minimum of 90 school days.

REPORT CARDS

Report cards will be posted on the Thursday or Friday following the end of each nine-week period unless otherwise notified.

RESPECT FOR AUTHORITY

Students are expected to develop self respect by showing respect to others and to God. Students are not to call teachers or staff workers by their first names or by nicknames. All adults and visitors on campus are to be treated courteously at all times. Students are to respect both the property and feelings of others. Students are to respect God by showing proper respect for all religious and spiritual activities. Special attention will be given to showing proper respect for speakers and for presentations in the school assemblies. At all times, the students' behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of its student body at an assembly.

Whether guests are present or not, each student is personally responsible for the impressions made by the school as a whole. Unacceptable conduct includes whistling, uncalled for clapping, boisterousness, and talking during a program. Students guilty of such behavior will be referred to the Principal.

SCHOOL CLOSING BECAUSE OF WEATHER

In the event school must be closed because of severe weather, an announcement will be made over local television stations. SchoolCast will be used as the primary source of notification. Reports in the morning will be made as soon as adequate information is available to school officials.

In the event it becomes necessary to dismiss school early during a school day due to weather conditions, an announcement will be made on the local television stations, and an announcement will also be made on SchoolCast.

SICKNESS AT SCHOOL

Any student who becomes ill or is injured at school will be referred to the healthroom by his teacher. The nurse will take care of the needs of the sick student and return him to his class or make arrangements for him to be taken home if he is too ill to remain in school.

Once a child leaves the classroom because of illness and is unable to return to regular classes, they are considered absent from class at that time.

STUDENT PLACEMENT

Students will be assigned to class sections according to guidelines established by the school staff for the most efficient operation of the school and for the best interest of the student. Parent's requests for assignment of their children to specific classes are discouraged because they can seldom be honored.

TECHNOLOGY USE

Mars Hill Bible School provides access to technology including computers, printers, audio and video equipment, telephones, scanners, and the Internet as a **privilege** to students who agree to act in a lawful and responsible manner. Even when such access is not a matter of privilege, the school expects such access to be in accordance with and subject to the school's policies, administrative regulations and student codes of conduct. The purpose of this document is to make you aware of the responsibilities that you are to assume when engaging in privileged access. If you violate any of the provisions, your privileges may be revoked and disciplinary action may be taken as indicated at the bottom of this document.

Mars Hill Bible School agrees and complies with the tenets of the Children's Internet Protection Act (CIPA) and will comply with any law applicable to it which governs or affects its provision of and its student's access to technology. The school utilizes an Internet filtering system to protect students from materials that may be considered offensive or obscene, invasive of another's rights, threatening, disruptive or potentially disruptive to the maintenance of discipline or to school operations, contrary to the educational mission of the school or which tend to distract from or undermine a student's educational focus while at school, at a school sponsored activity or while engaged in a school mandated or related function, or to restrict access to material consistent with the legitimate educational concerns of the school.

As a technology user I agree to the following:

- 1) The purpose of my technology use at Mars Hill Bible School is for **educational purposes** related to the school's educational programs and is limited to use under the direction of my teacher(s) or other authorized school personnel.
- 2) I will not create, retrieve, view, transmit or publish – by any means – any material which:
 - a) Causes, or is reasonably expected to cause, material and substantial disruption to or materially and substantially interfere with the requirements of appropriate discipline in the operation of the school; or
 - b) Interrupts the school activities of others, intrudes in the school affairs or lives of others or collides with or invades the rights of others; or

- c) Means to communicate a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals and/or which a reasonable person would foresee would be interpreted by those to whom it is communicated as a serious expression of intent to harm or assault.
 - d) Is illegal;
 - e) Is plainly offensive or lewd or obscene or indecent, or which is inconsistent with the school's basic educational mission which mission excludes and prohibits the use, possession, viewing, creation or communicating by any means, of material of the sort described in this subparagraph and/or of the sort described in either subparagraph (a), (b), (c) or (d) above.
- 3) I will not use the technology resources of the school for my personal or commercial financial gain.
 - 4) I will not access or attempt to access applications of systems which have been restricted by the administration of the school.
 - 5) I will not use any of the technology systems to violate any laws, school policies, or rules in the student handbook or buildings rules where the technology systems are housed or accessed.
 - 6) I will not violate any copyright, patent, or confidentiality laws. This includes sharing, installing, recording or distribution of copyrighted software, audio and video media.
 - 7) I will not install, download or use any software brought in from outside sources.
 - 8) I will not reveal any personal information or claimed personal information about others or myself to anyone on the Internet and I will not libel, slander, defame, publish untrue or made up information, stories or depictions about someone on the Internet, even if it is meant to be humorous or not taken seriously.
 - 9) I will not use anyone else's ID or password. I will not use a computer that another user is logged on to.
 - 10) I will not share my password(s) with anyone else. I understand that if I share my password and someone else uses it, even without my permission, I will be held responsible for their actions as if they were my own.
 - 11) I will not harm or destroy any hardware, software, or data that belongs to Mars Hill Bible School and its users or use any school system to do so to such property belonging to others. I understand that I may be held financially responsible for damages if I vandalize any of the school's technology systems or anyone else's systems utilizing the MHBS system.
 - 12) I will not use any technology in such a way that it would disrupt the use of technology by others.
 - 13) I will not knowingly attempt to disable, evade or defeat the school's Internet filtering software. This includes the use of "proxy" or "tunneling" web-sites which offer anonymous access to otherwise prohibited web-sites. I will abide by the policies and guidelines of the school which concern all aspects of staff or student privacy and Internet safety.

- 14) I understand that the school has a right to monitor Internet activity and review any files, data or information stored on, scanned or printed using the school's technology resources and to report misuse to the Assistant Principal or his/her designee and/or the appropriate authority or authorities.
- 15) I release Mars Hill Bible School, its sponsors, staff, administration and Board and all organizations, groups and agencies with which Mars Hill Bible School is affiliated, of and from any and all claims of any nature arising from my use, misuse or inability to use the school's technology resources or the school's enforcement of its policies or its activities pursuant thereto.
- 16) I understand that this policy is in effect at all times including: remote or direct access, on or off school premises.
- 17) I understand that all other school codes of conduct applicable to me are incorporated herein and that my conduct can be subject to this code and all other such codes.
- 18) Parents and students of Mars Hill Bible School are to refrain from posting negative or derogatory statements regarding school, faculty, administration, staff, or students on social network sites. (i.e., Facebook, Twitter, etc.)

Consequences for Violation of Mars Hill Bible School Code of Conduct

First Offense:

A warning will be issued. A referral will be written; a photocopy of the form will be sent to the student to be signed and returned by his/her parent or guardian. The student may not access any of the school's technology systems until the referral is returned. The student's activities while using technology may be monitored during the remainder of the school year. Depending on the seriousness of the offense, other disciplinary action may be taken.

Second Offense:

The student will be sent directly to the Principal. There will be an automatic loss of privileges for five days minimum or as determined by the Principal. The student's activities will be monitored regularly on the network during the remainder of the school year. Depending on the seriousness of the offense, other disciplinary action may be taken.

Third Offense:

The student will lose all of his/her technology privileges for the remainder of the school year. Depending on the seriousness of the offense, other disciplinary action may be taken.

Vandalism/Theft:

Malicious destruction or theft of hardware or software will result in immediate termination of technology privileges for the remainder of the school year. Disciplinary and/or legal action will follow. The student and/or parent/guardian will be held financially responsible for replacing any vandalized/damaged equipment.

Suspected Crime Reporting/Cooperation:

Student understands that the school will report all suspected criminal conduct to the appropriate authority or authorities and will cooperate with said authority and authorities in the investigation and/or prosecution of any suspected offense.

Security

1.0 Purpose

Mars Hill Bible School must provide a secure network for our instructional and administrative activities. An unsecured computer on the school network allows viruses, worms, and other attacks and compromises to enter the network, thereby affecting many computers, as well as the network's integrity. Damage from these exploits can include the loss of sensitive and confidential data, interruption of network services, and destruction of critical Mars Hill Bible School network systems. Schools that have experienced severe compromises have also experienced damage to their public image. Therefore, individuals who connect computers, or other devices (hereinafter referred to as "devices") to the Mars Hill Bible School network (hereinafter referred to as "our network") must follow specific standards and take specific actions. The purpose of this Security Extension to the Technology Use Policy of Mars Hill Bible School Information Technology System is to define the policy governing connecting devices to the network. The policy is designed to minimize the potential exposure to Mars Hill Bible School and our community from damages that could result from devices that are not properly configured or maintained.

2.0 Scope

This policy applies to all members of Mars Hill Bible School who have any device connected to our network, including, but not limited to, phones, smart-phones, desktop computers, laptop computers, tablet computers, server computers, wireless computers, specialized equipment, cameras, building and environmental controls. The policy applies to school owned devices as well as personally owned devices that connect to our network.

3.0 Policy

3.1 Appropriate Connection Methods

You may not connect devices to our network connectivity points; data jacks, or wireless network access points. You may not extend or modify our network. You may not install hardware devices such as, but not limited to, routers, bridges, switches, wireless access points, or hubs without the explicit written permission from Mars Hill Bible School's Technology Coordinator.

TELEPHONE USE

1. Telephone for Student Use

The telephone is available for use by students for important calls during times when they are not in class, but their use should be minimized and calls should be kept brief. Students may not use the office phone for personal calls, only for an emergency call. Students must have a note from their teacher in order to use the office phone.

2. Messages for Students

Students cannot be summoned from class to accept a telephone call unless it is an emergency call from parents. When calling to leave a message for your child, especially a change of plans for transportation home, please call the office before 2:15 P.M. Later messages are often difficult to deliver as children are not always in their homeroom.

TRANSCRIPTS

Student records will not be given directly to students or parents but will be transferred to another institution at the request of the parents. Parents will be granted permission to see their child's records before they are transferred if desired. Student records are available to parents during office hours by appointment with the guidance counselor or Principal.

TRIP POLICY

1. Trips are considered part of the educational experience of each child enrolled at Mars Hill. Every effort will be made to keep the cost to a minimum. For the 2018-2019 school year, trips will cost \$700 or less. Adjustments to this base figure shall be made in the spring of each year by the Business Office and will be based upon an inflationary index published by the U.S. government. The total trip cost is to include all transportation, meals, lodging and activities.
2. All trips are to be day trips with the following exceptions:
 - A. Eighth Grade – Jamestown and Williamsburg, Virginia; Monticello or Washington, D.C.
 - B. Chorus and Band trips must not exceed 5 days duration with a minimum of 2 performances.
 - C. Forensics Tournaments
 - D. Athletic Tournaments (Limit team camps to one week per year-cost not to exceed \$700).
3. Trips will be limited to the continental United States.
4. Band and chorus trips must be scheduled during the week of spring break.
5. Overnight trips are not mandatory, but students should participate if at all possible. Total funding is the responsibility of the parent and/or student. Parents are to be informed of the total expenses at the beginning of the year.
6. Student tuition and fees must be current throughout the trip planning process in order for students to be eligible to participate in trips. The business office will contact any persons who are not current with tuition or fees.
7. No non-MHBS students/adults may be included in trips unless they are serving as approved chaperones. Approval must come in advance from the President's Office.
8. Business office staff will assist in the financial aspects of trip planning. They will attend parent meetings to explain school policies regarding non-cancellations, the mandate regarding payment of tuition and prior to trip participation, etc. They will also be responsible for the collection and disbursement of funds. All checks for any school camp/school trip must be made payable to MHBS (not to faculty members) in accordance with the directions given by the Business Office.

USE OF THE GYMNASIUM

No student should be inside the gymnasium without a faculty member being present. Students found inside the gymnasium without appropriate supervision will be subject to disciplinary measures. Policies regarding the use of the gymnasium by church/community groups are specified in other handbooks.

VISITORS ON CAMPUS

Visitors are always welcome at Mars Hill Bible School. However, upon entering the school campus during the school day anyone not enrolled as a current student must report first to the Principal to identify themselves and to gain admission to any other areas in the school including the cafeteria. Outside students are not allowed to visit classes while they are in session without prearrangements being made. Visits must be confined to the cafeteria during the lunch period. Unauthorized visitors will be requested to leave the campus.